

Abbot Academy

Handbook for Students *and* Their Parents

1939-1940

Calendar

1939 - 1940

TUESDAY, SEPTEMBER 26

Arrival and registration of New Resident Scholars
before 6 p. m.

WEDNESDAY, SEPTEMBER 27

Registration of all Day Scholars, 9 a. m.

Registration of Reentering Resident Scholars before 8 p. m.

THURSDAY, NOVEMBER 30

Thanksgiving Holiday

WEDNESDAY, DECEMBER 20, 10 A. M. TO

TUESDAY, JANUARY 9, 8 P. M.

Christmas Holidays

MONDAY, FEBRUARY 5

Beginning of Second Semester

FRIDAY, MARCH 22, 10 A. M. TO

THURSDAY, APRIL 4, 8 P. M.

Spring Holidays

MONDAY, JUNE 3

Commencement

WEDNESDAY, JUNE 5, TO SATURDAY, JUNE 15

College Entrance Examination Review Period

SATURDAY, JUNE 15, TO SATURDAY, JUNE 22

College Entrance Board Examinations, at the School

Principal's Greeting

Your long anticipated adventure—boarding school life—will soon begin! I hope it will surpass even your highest expectations, but as you look forward to the coming school year there are a few thoughts I should like to suggest to you. Preparation for your life under these new conditions requires more than the ordering of the sports outfit, more than the selecting of the color scheme for your room. There should be an ordering of purpose and a selection of the qualities of disposition and character which you wish to have as part of your equipment in this new life. The person you have been may not yet have suited you. You know you can do better work than you have yet done; you know you can be a more admirable and a more interesting person that you have yet been. Here is your opportunity!

Life at Abbot is so planned as to encourage the ability to concentrate on work at certain hours, to find the maximum of enjoyment in recreation, and to make possible the attainment of good habits of order, punctuality, and the gentle art of courtesy. Make it your purpose to take full advantage of all these opportunities. Start from the first day to be a good citizen, accepting and supporting constructively the laws of your chosen community, for within these laws our way of life runs most smoothly, and freedom for your truest happiness is possible. Select for your own qualities of disposition and character those you believe worth cultivating.

Be friendly and democratic; enter enthusiastically into the various activities of the school life; and yet remember that your first obligation is to your work; look upon the teachers as friends and comrades; think of Abbot as your home.

If you follow these very simple suggestions, I can assure you confidently that your experience here will be a satisfying one, and that when you leave you will find, as thousands of girls before you have found, that you love Abbot and that you have had here some of the best years of your life.

Abbot has much to give you, traditions, beauty, gaiety, and wisdom. Open your mind and your heart as you enter the Abbot gates and you will find when you leave with your diploma in your hand, that you are carrying with you imperishable treasures.

MARGUERITE HEARSEY

The Student Association

Every girl who is enrolled at Abbot becomes automatically a member of the Student Association. The purpose of this Association is "to promote real interest in the school and to develop, in each member, increased responsibility for its welfare."

The *Executive Board* of the Association consists of the officers of the Association; and the presidents of the Senior Class, of the Christian Association, and of the Athletic Association. The *Student Council* consists of the members of the *Executive Board*; the vice-presidents of the Senior Class, of the Christian Association; and the president, and class representatives of each organized class below the Senior Class. All of these officers are elected by popular vote so that the Council and Executive Board are thoroughly representative.

The Student Association co-operates with the faculty in the maintaining of order, in obtaining support of all school regulations and in developing the capacity of self-government.

THE EXECUTIVE BOARD OF THE STUDENT ASSOCIATION

President	Mary Mynderse Howard
Vice-President	Ellen Louise Spear
Secretary	Eleanor Louise Balcke
Head of the Day Scholars	Dorothy Mary Garry
President of Senior Class	Elizabeth Brooker Travis
President of Athletic Association	Marguerite Hall
President of Christian Association	Jacqueline Proctor

The Daily Program

MONDAY - FRIDAY

6:45	Rising Bell
7:25	Breakfast
7:45 — 8:15	Rooms put in order
8:15	Chapel
8:30 — 9:15	Class Period I
9:18 — 10:00	Class Period II
10:03 — 10:45	Class Period III
10:45 — 11:00	Tiffin
11:00 — 11:45	Class Period IV
11:48 — 12:30	Class Period V
12:33 — 1:15	Class Period VI
1:20	Luncheon
1:50 — 2:10	School or Organization Meetings
2:10 — 4:15	Sports and Recreation
4:40 — 5:25	Class Period VII and Study Hall
5:28 — 6:10	Class Period VIII and Study Hall
6:20	Dinner
7:15 — 9:00	Study Hour
9:30	Lights out (Monday through Thursday)

FRIDAY EVENINGS

7:15 — 8:15	Hobby Hour or Society Meetings
8:15 — 9:30	Callers Received (or Hobbies continued)
9:30	Corridor Bell
9:45	Lights Out

SATURDAY

7:30	Rising Bell
8:00	Breakfast
8:30 — 9:15	Special Room Cleaning
9:15 — 10:45	Study Period
10:45 — 12:30	Recreation
12:30	Luncheon
1:00 — 6:00	Recreation
6:15	Dinner
Evening	Entertainments or Recreation
9:45	Lights Out

SUNDAY

8:30	Rising Bell
9:00	Breakfast
9:30 — 10:00	Rooms put in order
10:30	Church
1:00	Dinner
2:30 — 5:00	Quiet Hour or Outdoor Recreation
6:00	Supper
6:45 — 7:30	Free Quiet Hour
7:30	Vespers
8:15 — 9:00	Quiet Hour
9:30	Lights Out

Residence Regulations

Every student must go to all meals, classes, study hall, chapel exercises, school meetings, and entertainments unless she is ill; if ill she must report at once to the nurse.

CLASS PERIODS

Between classes students are expected to pass quietly and directly from one appointment to the next.

STUDY HOURS

All students except seniors must report to Study Hall for free morning and afternoon periods.

In the evening study hour all girls may study in their own rooms or in the Library. Special regulations governing the use of the Library during the day are posted in the library and in the Study Hall.

Girls in lower classes who have made the Honor Roll at mid-years are excused from attendance at study hall during the second semester as long as their work continues to be of Honor Roll quality.

TIFFIN

All girls are expected to take Tiffin, as the time between breakfast and luncheon without some refreshment is too long for physical and mental efficiency.

QUIET HOURS

During these hours the halls are absolutely quiet and no visiting is permitted.

FREE QUIET HOURS

During these hours the halls are quiet but visiting is permitted.

ROOM ORDER

Students make their own beds and take care of their rooms. Inspection may be expected any morning after the room cleaning period is over, but rooms are to be kept in reasonable order at all times.

Every girl has four scheduled sports periods a week. She must take at least an hour's exercise every day.

Girls may go downtown twice a week on Mondays through Fridays in the afternoon recreation time.

SATURDAYS

On Saturdays all girls are free after the morning study-hour for the rest of the day. They may go down town between 11:00 and 12:00 in the morning; they may obtain permission to go out to luncheon at the Manse or the Kirkshire between 12:15 and 2:15, and they may go to a local moving picture show when there is a program of which the school approves.

Trips are often planned for Saturday. These may be picnic walks or ski trips, canoe trips on the Shawsheen River, luncheon rides, sleigh rides, or bus trips to points of historical interest or into Boston for plays, concerts, or other attractions. Girls are advised to save from their allowances for these special occasions. All such trips are chaperoned by members

of the faculty except the picnic walks which are often in charge of student leaders.

With permission, girls may accept invitations for luncheon (12 - 2:15) or dinner (leaving at 5) at homes of day students in the vicinity. They must return in the evening in time for whatever program is scheduled at the school, or if no program is scheduled, by 9 p.m. They must be accompanied back to Draper Hall by an adult.

On Saturday evenings there is usually an entertainment of some kind at the school which resident students must attend and which day scholars are urged to attend whenever possible.

SUNDAYS

All resident students are required to attend church on Sunday morning unless formally excused by the corridor teacher or nurse. Excuses must be obtained before 10:00 a.m. on Sunday morning, and girls who have been granted these excuses may not accept invitations to leave the school later in the day, nor may they play tennis nor go horseback riding that day.

On the first Sunday of the month Episcopalian girls who have been confirmed may attend early service.

Occasionally girls who are Unitarians have the privilege of attending the service at the Unitarian Church in North Andover.

During the Sunday afternoon Quiet Hour those who wish

to do so may go out for recreation—walking, horseback riding, or tennis. Those who remain in the building are expected to stay in their own rooms so that quiet may be assured for all who wish it. Opportunity for hearing the broadcast concerts of the New York Philharmonic Orchestra is given.

Once a month on Sunday a girl may receive permission to have dinner (in or near Andover) with her parents or adult friends of her family who have come from a distance, leaving after church and returning not later than 4 p. m. She may invite a friend or two to go with her. Unless the circumstances are unusual, permission will not be given for taking the evening meal out on Sunday.

Once a month Seniors may accept invitations to dinner in private homes in the vicinity, observing the above hours. Driving in a car is not included in this permission except to and from the destination with an approved chaperon.

The number of Sunday dining-out permissions is limited to one a month for all students.

Leaves From School

It is absolutely essential that each girl, individually, register at the office when she takes a Dining-Out permission, a Saturday Leave or a Week-end, and that she register at the office immediately upon her return, before she goes to her room.

SATURDAY LEAVES

Permission for Saturday Leaves must be obtained from the office during regular office hours early in the week.

On two Saturdays in the fall term and the winter term, and one in the spring term, girls may be away from the

school with their families or adult friends of their families from 10:45 a.m. until 6 p.m. They may go by car or, if they go into Boston, they may take the 11:21 train and return on the 5:14. They will be chaperoned on the train and must be met at the station. Plans must be arranged through the office.

After mid-years two Seniors may go to Boston unchaperoned; on such a trip a Senior may take her younger sister but no other girl.

After mid-years a girl may have permission to take a Saturday Leave with a sister in Boston who is an alumna of Abbot.

WEEK-ENDS

Each girl may take one week-end away from school before the Christmas holidays (the fall term), one between the mid-year examinations and spring vacation (the winter term), and one between spring vacation and Commencement (the spring term). Of these week-ends two may begin Saturday morning at 8:45 and one, "the long week-end," may begin after luncheon on Friday. The long week-end must be taken during the fall or winter terms.

Plans for a week-end must be reported to the office not later than Wednesday of the week *preceding* the week in which the leave is desired.

All week-end leaves end at 7 p.m. Sunday. In case of an *actual emergency* which will cause a late return, the school must be notified at once by telephone or telegraph.

No leave will be granted immediately before and after vacations (including the week-end following Thanksgiving Day), immediately preceding mid-year and final examinations, and the week-end of Abbot's birthday. (May 6). The celebration will come on May 4 this year. During these week-ends a reasonable amount of time away from school will be allowed students whose families are in town.

On several Saturday nights during the year no important program will be scheduled. So far as possible week-end leaves should correspond with these dates. Announcement of the dates will be made early in each term.

Girls may have permission to spend a week-end with sisters who attend nearby colleges provided the parents approve and provided the sister's house mother writes an acceptance of the responsibility as chaperon.

Invitations to boys' preparatory schools may be accepted provided the chaperonage conditions are satisfactory; but only Seniors and Senior-Middlers are eligible to go to evening dances at boys' schools.

Invitations to men's colleges are not approved: only Seniors may apply for permission to accept such invitations, and permission will be given only if the Senior is to be accompanied throughout her stay by her parents.

Girls living in New York and vicinity, or at distances as great will be allowed to go home for a long week-end only. They may, with the written permission of their parents, fly to their destination, but they must *return by train*. However, week-ends at such distances are considered undesirable from the point of view of the school.

A girl whose conduct has been entirely satisfactory and who is on the Honor Roll at mid-years, may take an extra Saturday night week-end during the second semester.

Ordinarily girls whose parents are in Andover for a week-end and who wish to be with them for most of their meals and free time, must count this as one of their three week-ends whether or not Saturday night is spent at the school.

Guests And Callers

The guest entrance to Draper Hall must be used by all callers, families as well as friends.

Saturday is the preferred calling day for families and friends, particularly for families and friends of students who live nearby. Guests may call on Saturdays between 11 a.m. and 8 p.m. This does not include boys of school and college age. (*But see below.*)

Parents from a distance who are in town for only a short time may take their daughters and a friend or two out for luncheon or dinner on school days, provided no school appointment is interfered with. These times are ordinarily from 1:15 to 2:10 and from 6:10 to 7:15. (For Saturday and Sunday dining out privileges see pp. 9-10).

With permission from the office, students may take guests to their rooms during recreation periods.

Friends who are students at Phillips Academy and other boys of similar age may be received on Friday evenings from 8:15 to 9:30, provided their names appear on an official calling list approved by the girl's parents. Girls are not permitted to meet or converse with boys outside the school except under conditions planned by the school.

Dress

Simple sports clothes are worn during the day. Stockings are required at all times except for sports, when socks are permitted. Sleeveless or backless dresses or halters are not allowed. The only shorts allowed at any time are the uniform Abbot playsuits. These must be worn for specified sports. Open-toed shoes and very high heels are not approved for church or street wear. During the day hats must be worn whenever students leave the school grounds. Bandanas may not be substituted for hats nor worn under them off campus.

All girls dress for dinner before the beginning of the afternoon study hour. Separate sweaters and skirts, and "saddle" shoes are not worn to dinner.

The uniform white dress is required of all girls for the special seasonal services and for Commencement.

Fur coats may not be worn except on Sundays or for extremely cold weather.

Provision cannot be made during the school year for shopping for clothes. Such needs must be attended to during vacations or week-ends.

COSMETICS

Nail polish of natural color only is allowed. Special permission to wear a moderate amount of lipstick is given on certain occasions to the two upper classes. Otherwise the use of nail polish and lipstick is not permitted as long as girls are under the jurisdiction of the school.

House Services And Facilities

TELEPHONE

Telephone calls may be made and received at the following times:

MONDAYS THROUGH FRIDAYS

7:45 — 8:15 A. M.	7:00 — 7:15 P. M.
1:45 — 2:15 P. M.	9:00 — 9:15 P. M.

SATURDAYS

8:30 — 9:00 A. M.	7:00 — 7:45 P. M.
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SUNDAYS

10:00 — 10:30 A. M.	8:30 — 9:00 P. M.
1:45 — 2:30 P. M.	

Calls may be made if necessary on Saturday and Sunday during Recreation hours also.

Girls are not permitted to talk over the telephone with any boys except their brothers.

Parents and friends are urged to observe the above hours for telephoning as it is desirable not to have class and study hours interrupted, and it is also very difficult to reach students in recreation periods.

TELEGRAPH

Telegrams may be sent after luncheon and after dinner daily, Saturdays after 10:45 a.m., and Sundays between 10:00 and 10:30 a.m. and between 5:00 and 6:00 p.m.

Telegrams may be sent for important matters only, and must be paid for at the time of sending.

Incoming telegrams are opened at the office.

MAIL

All mail must be posted at the school post office. Letters may not be sent to boys in Andover except by special permission. Outgoing mails close at 11:30 a.m., 4:30 p. m. and 9:15 p. m.

Incoming mail is placed in the boxes immediately after breakfast, luncheon, and dinner.

Stamps may be purchased immediately after lunch.

BANKING

Hours and regulations are posted on the bulletin board.

STORE

Books and school supplies may be purchased at the school store and charged on the student's account.

SPECIAL SERVICE

All requests for special service must go through the House Superintendent and not through maids or other employees.

LAUNDRY

The school has its own laundry admirably equipped and carefully managed. No chemicals are used for bleaching. The laundering of bed-linen, towels, napkins, and a specified amount of personal apparel is included in the price of tuition. Additional pieces will be charged for at reasonable rates. Laundry must be ready to go not later than 7:25 Monday morning.

INFIRMARY

Every morning the nurse goes through the halls and calls on girls in rooms where the infirmary card has been hung on the door. Students indisposed in any way are urged to put out the card and remain in their rooms until the nurse has called.

Students may go to the infirmary at any time it is necessary, but a report either in person or by note should be left with the corridor teacher.

Miscellaneous

SCHOOL GROUNDS AND BUILDINGS

The appearance of the buildings and grounds should be a matter of interest and pride to every member of the school. Neither scraps of paper nor any other litter should be dropped on the lawns or walks, or thrown from the windows.

Public rooms and furnishings should be used as if they were rooms in a private house. Special care should be exercised in the use of ink. Shaking fountain pens often makes spots that can be removed only with refinishing. Washable ink, which may be obtained at the school store, must be used at all times.

Bathrooms must be orderly and must never be left with water turned on. A fine of \$1.00 will be charged for the overflowing of tubs and basins, and in case of actual damage the cost of repairs must be met. Basins and bathtubs must not be used for washing articles of clothing. Special tubs are available for the purpose of washing out one or two articles at night.

Any damage to rooms or school property incurred by carelessness or negligence of regulations will be charged to the girl's account.

QUIET

Reasonable quiet is expected at all times. Boisterous conduct, calling from windows, whistling, shouting or running in the corridors are not permitted. Absolute quiet must be observed in the Library.

PUNCTUALITY

Punctuality is expected at all appointments. If late to a meal a girl must sign her name in the book provided for the purpose in the dining-room. If late to chapel she will not be admitted and she is recorded as absent. Attendance in chapel and at school functions is taken by student proctors.

ARRANGEMENT AND CARE OF ROOMS

All girls make their own beds and take care of their own rooms. Beds must be made and rooms put in order before Chapel each morning.

Pictures may be hung from mouldings only, as no thumb tacks, pins, or stickers may be used on the walls. Only a few pictures or attractive posters should be brought.

The use of paints, varnish, turpentine, or any inflammable substance is forbidden.

No electrical appliances are permitted. Any change in cords or bulbs or lighting fixtures must be attended to by the school electrician. Requests for service of this sort may be written on the pad on the corridor bulletin board.

Furniture may not be moved without permission of the corridor teacher.

Victrolas and radios are not permitted.

Lights should be turned off on leaving the rooms.

Glass curtains must be held in place by tie-backs to give uniform, orderly appearance from the outside. Shades must be drawn as soon as lights are on.

SMOKING

Smoking is not permitted at any time nor in any place while girls are under the jurisdiction of the school, nor even when accompanied by their parents in any public place in Andover.

CHARGE ACCOUNTS

Charge accounts are not permitted unless by written permission of the parents.

AUTOMOBILES

Permission for driving under any circumstances must always be obtained from the office. No invitations to drive may be accepted on Sundays.

Permission will not be given for resident students to drive with day students nor with anyone else of school or college age without an older person in the car.

Exception: Upon the written request of her parents a girl may receive permission to drive to and from the school with her brother for week-ends or vacations.

If a student is planning to leave the school for a Saturday Leave or a Week-end with adult friends in an automobile, specific and definite approval from home must be received before hand by the school.

Final approval of chaperonage plans must rest with the school.

CALLING AND VISITING IN ANDOVER

Resident students are not allowed to call at any house in town, including the homes of day students, without permission.

SENIOR PRIVILEGES

Seniors have the privilege of studying in their own rooms during all study hours.

Seniors may use the Senior Room at all times except during quiet hours.

Once a month with permission Seniors may accept invitations to Sunday dinner in Andover or in the vicinity, leaving after church and returning by 4:00 p.m.

Coffee is served in the Senior Room after dinner on the first Sunday in the month.

During the second semester Seniors are allowed to go to Boston unchaperoned in groups of two or more.

Also during the second semester the hour for "Lights Out" for Seniors is 10:30 p.m. from Monday through Thursday.

The Group Rating System

Six times a year each girl in school is rated by a committee of faculty and students on the basis of her attitude and effort in school work, and her citizenship, which includes her co-operation, school spirit, personal neatness, punctuality, room order and thoughtfulness of others. The committee is guided in its decisions by the ratings given by each girl's classroom teachers and her corridor teacher plus any comments which

are handed in, in writing, by faculty and students to the office. Students are urged to assist the committee by handing in such comments whenever they are warranted.

The ratings are as follows:

BETA — Good standing resulting from normal effort to be cooperative.

HIGH BETA — Superior standing resulting from extra effort to be cooperative.

ALPHA — Honor standing resulting from exceptional cooperation and thoughtfulness.

GAMMA — Unsatisfactory standing resulting from failure to accept school standards.

Girls who receive the Beta rating may, during the following period, enjoy the ordinary privileges of the school as outlined in this booklet.

Girls who are in the High Beta group may study in their rooms during the morning and afternoon study hours, and take one Sunday sleep-over, which must be asked for by 6:00 p. m. on Saturday. Seniors may have an extension of their regular Saturday Leave, the times being from 9:00 a. m. to 7:30 p.m. Day students may study in the Library or in an empty classroom without signing, and will be invited to the school for dinner on one evening during the period.

Girls who are in the Alpha group may receive, in addition to the High Beta privileges, the granting of some special privilege of their own choosing.

The cases of any girls who receive the Gamma rating are dealt with individually by the committee.

Special Information For Parents

It is assumed that girls enrolled at Abbot are under the jurisdiction of the school at all times except during vacations, week-end leaves, or at any time when they are with their parents or guardians.

It is assumed also that in placing daughters in the school, parents not only will familiarize themselves with the contents of this booklet, but will cooperate sympathetically with the school in obtaining adherence to the spirit as well as to the letter of the regulations.

ROOM FURNISHINGS

Each girl is provided with a single bed, a bureau, straight chairs, a desk, and a bookcase. There are hardwood floors in most of the rooms. Rugs, curtains, bedspreads, lamps, and usually a boudoir or another comfortable chair are provided by the students. Plain cream-colored window curtains of scrim, hemstitched, should be used next the window for the sake of uniformity, but over-draperies may be of any color. Girls who room in Abbey House do not need glass curtains, as all windows have Venetian blinds. Rocking-chairs are not permitted. Roommates should correspond during the summer about necessary purchases for the room.

The school supplies one pair of woolen blankets for each bed, but a warm puff or an extra pair of blankets should be brought by each girl. Sheets to fit a mattress 6 feet by 3 feet, pillow-cases, 20 inches by 32 inches, bath towels, face towels, table napkins, napkin ring, a shoe bag, a waste paper basket, and two laundry bags must also be provided.

Room decorations should be few and simple. One or two framed pictures or artistic posters for the walls, a few framed photographs for the dresser, with the ordinary toilet articles are sufficient.

All articles of clothing as well as sheets, pillow-cases, towels, napkins, bedspreads, rugs, and so far as possible other personal articles should be marked with the owner's name.

DRESS REGULATIONS

The dress of students should at all times be simple and appropriate. Only clothing actually needed should be brought to school. Shopping for clothing cannot be arranged for during the school session. (See section on dress on page 14). Elaborate and valuable jewelry should not be brought to the school.

The following articles of dress are definitely required:

1 white uniform tailored dress.

1 white slip to be worn only with the uniform white dress.

(This dress and slip must be purchased from Best and Company through anyone of their stores. Mail orders should be addressed to Miss Carolyn Cosby, Best and Company, 1630 Beacon Street, Brookline, Massachusetts. The Abbot white uniform dress and slip will be known to all of the stores of Best and Company. The price of the dress is \$15 and that of the slip \$1.95. No substitute is permitted for this uniform dress and slip.)

2 or 3 silk or light wool dresses for dinner.

- 1 long dinner dress for formal occasions. (For girls under fifteen an afternoon dress may be substituted for the long dress.) Backless, strapless, or halter evening dresses are not permitted at any time.

Elaborate evening dresses, even for the Senior Promenade dance are not allowed. The dress and slippers to be worn for this occasion must be approved immediately after spring vacation.

Tailored dress or suit for street and church wear.

A warm tailored top coat.

1 warm bathrobe.

- 1 pair of bedroom slippers without heels
(mules or other wooden heels not permitted).

1 raincoat.

1 pair overshoes.

1 umbrella.

- 2 pairs low-heeled sport shoes for school wear
(at least one pair with rubber soles).

1 pair of all white shoes similar to the spectator pump.

1 pair street shoes with Cuban heels.

(Other shoes provided for whatever purpose should not have heels of extreme height.)

1 pair of rubbers *which can be worn with the street shoes.*

1 pair rubber-soled shoes without heels for tennis.

Uniform gymnasium outfit, to be purchased from Wright & Ditson on blanks provided for the purpose.

Stockings of lisle or service weight silk for school wear.

Every girl should be provided with woolen stockings and heavy sweaters as the winter weather provides opportunity for the use of skates, skis, and snowshoes.

FOOD

The table is bountifully supplied, and in the middle of the morning and the middle of the afternoon milk, cocoa, or soup, and crackers are provided. Other eating between meals interferes with the appetite of the girls at the table. It is, therefore, urgently requested that no food other than fruit and cookies be sent by parents and friends. The only exception to this rule is for birthdays. Please instruct your daughter as to the dangers of unwise dieting so that she does not abstain from the wholesome food she needs, nor over-indulge in ways that will harm her.

SPENDING MONEY

A deposit for spending money should be placed in the school bank at the beginning of the school year. The first deposit should be fifty dollars, and must be renewed when exhausted. The weekly allowance for withdrawal should not be more than \$1.50. Each girl is furnished with a school bankbook and checkbook. When the deposit is exhausted checks will not be honored. It is expected that a balance of at least five dollars will be left in the bank to each girl's credit over short vacations. Each girl is expected to keep her own account and to plan her expenditures so as to live

within her allowance. All money for the personal use of students should be forwarded to the financial secretary who will deposit the money to the girl's account. *Parents are especially requested not to send any money directly to their daughters since in that case no check can be kept on expenditures.*

PHYSICAL EXAMINATIONS

Every girl should be vaccinated before entering school unless in the opinion of the family physician vaccination has been so recent that she is sufficiently protected. Please also have your physician apply the Schick Test for diphtheria and, if there is a positive reaction, the toxin anti-toxin treatment.

CORRESPONDENCE

Students have little time to spare for letter writing. Correspondence other than with members of the family should be limited. Please assist your daughter to regulate this matter.

TERM BILLS

Term bills are rendered three times a year.

The following items may be charged on these bills:

Books

Stationery and supplies from the school bookstore

Excess laundry

Tutoring

Equipment for sports such as skis, hockey sticks, and uniforms for Modern Dancing.

PERMISSIONS

Parents should send to the Principal lists of boys whom they are willing to have their daughters receive as callers.

Old girls in the Senior and Senior-Middle Classes may have "open" calling lists if parents so specify in their permission. An "open" list authorizes a girl to receive at the school any boy of whom the school approves.

Written permissions for the following activities are required:

Horseback riding (Cost, eleven rides for \$15.00).

Private lessons in piano, organ, or voice (For cost see catalogue).

Group lessons in fencing, social dancing, and fancy skating (Cost varies with the size of group).

Parents are requested to notice that these lessons are not required or necessary. Ample instruction in a great variety of sports is provided without extra charge.

Written permission is required for new girls to visit, for the first time, friends whom they have made at or through the school. Thereafter permission to visit such friends for a Saturday leave is granted by the school. Written permission for each week-end taken away from the school is required, and parents are requested to send such permission as far in advance as possible.

HOLIDAYS AND VACATIONS

The times allowed for holidays and vacations should be carefully noted and exactly observed. Parents are urged to make no requests for exceptions to the hours and days designated.

The Thanksgiving holiday is from 9 a.m. to 8 p.m. Thanksgiving Day. The traditional service is held at 8:15 Wednesday evening, and parents and friends are cordially invited to attend. Girls may go to Thanksgiving dinner with their families or with friends of the family, if permission is sent from home. For those leaving Andover the distance is limited.

Girls cannot be accommodated at the school before the dates announced for the opening after each vacation, nor can they be kept at the school later than the day announced for the closing. (Please consult the calendar in the front of this booklet for these dates.)

Girls taking College Board Examinations in June may leave directly after Commencement on Monday, returning the following Wednesday night by 8:00 o'clock. They then remain at the school through the period of review and until their last examination has been taken.

TRANSPORTATION

All arrangements for travel from the school by train or plane are made by the school. Parents are asked to take notice of this, thereby avoiding possible confusion.

COMMUNICATIONS FROM PARENTS

Letters from parents or guardians with regard to the welfare of students are welcomed. If there are conditions or regulations that are not understood, or if, as may occasionally happen, there are causes of dissatisfaction which are not known to the Principal, they can usually be explained or remedied. It will greatly assist our mutual understanding if you will write freely to the Principal on such matters.

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